

## Kickapoo Tribe in Kansas Position Description

**Position Title:** Information Technology Technician

**Status:** Full-time w/benefits/non-exempt

**Reports to:** IT Director

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**Position Summary:** This position will aid the IT Director in all shared Tribal Programs and Kickapoo Nation School with various computer needs, repairs, troubleshooting, and other computer needs as necessary.

### **Essential Duties and Responsibilities:**

- IT Technician will assist with all PC setups, printer installations and troubleshooting.
- Shall assist with systems and network management of existing systems. Remote troubleshooting, LAN Administration, Server Administration, Desktop support (MS Office, proprietary applications, etc.) firewalls, security management as directed by Lead Technician.
- Must perform shared responsibilities on all computer services for the Tribe as well as Kickapoo Nation School.
- All other duties as assigned by IT Director

### **Minimum Qualification:**

- High School diploma or G.E.D.
- Prefer Technical School/Associates Degree in computer related field or;
- Have worked at least two (2) years or more in Information Technology/Computer field.
- Have experience with troubleshooting PC hardware.
- Must have a valid driver's license in state of residency and be fully insurable under tribal insurance policy.

**Privacy Act:** The IT Technician shall comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 552a) (i)(l).

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IT Technician  
Revised April 2007

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Date